



PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | Mark Johnson, *Superintendent of Public Instruction*

WWW.NCPUBLICSCHOOLS.ORG

STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

Section 207 of the HHFKA amended section 22 of the NSLA (42 U.S.C. 1769c) to require State agencies (SA) to report the results of the administrative review to the public in an accessible, easily understood manner in accordance with guidelines promulgated by the Secretary. Regulations at 7 CFR 210.18(m) requires the SA to post a summary of the most recent final administrative review results for each School Food Authority (SFA) on the SA publicly available website no later than 30 days after the SA provides the results of the administrative review to the SFA. The SA must also make a copy of the final administrative review report available to the public upon request.

School Food Authority (SFA) Name: Z.E.C.A School of Arts and Technology

SFA Agreement Number: 67B

Date of Administrative Review (Entrance Conference Date): January 30, 2017

Date review results were provided to the SFA: February 2, 2017

General Program Participation

1. What Child Nutrition Programs does the School Food Authority participate in? (Select all that apply)

- School Breakfast Program
- National School Lunch Program
- Fresh Fruit and Vegetable Program
- Afterschool Snack
- Special Milk Program
- Seamless Summer Option

2. Does the School Food Authority operate under any Special Provisions? (Select all that apply)

- Community Eligibility Provision
- Special Provision 1
- Special Provision 2
- Special Provision 3

Review Findings

3. Were any findings identified during the review of this School Food Authority?

- Yes No

4. Is there fiscal action associated with findings identified during the review of this School Food Authority?

- Yes No

SCHOOL NUTRITION SERVICES

SCHOOL OPERATIONS DIVISION

Lynn Harvey, Ed.D., RDN, LDN, FAND, SNS Chief | lynn.harvey@dpi.nc.gov

6324 Mail Service Center, Raleigh, North Carolina 27699-6324 | Phone (919) 807-3506 | Fax (919) 807-3516

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

REVIEW FINDINGS

A. Program Access and Reimbursement

YES	NO	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Certification and Benefit Issuance – Validation of the SFA’s certification of students’ eligibility for free or reduced-price meals benefits</p> <p>Finding Detail: Finding 1: Six (6) students, five (5) receiving reduced price meal benefits and one (1) with a denied meal status became directly certified for free meal benefits on December 8, 2016 due to a change in eligibility status due to the natural disaster in Eastern North Carolina in October, 2016. The students’ meal statuses had not been updated on the rosters at the time of the Administrative Review. All errors were corrected during the review and the households were promptly notified of the change in meal benefits.</p> <p>Finding: One (1) student became directly certified for free meal benefits on October 13, 2016 but the meal status of the student was not changed from reduced price meal benefits to free meal benefits. The error was corrected during the review and the households were promptly notified of the change in meal benefits. A potential reclaim for eligibility certification and benefit issuance errors for breakfast meals served will be assessed in the amount of \$69.60 and \$14.40 in state reimbursement. NOTE: Since this amount is below the Federal threshold for the School Breakfast Program, this amount will not be reclaimed.</p> <p>A reclaim for eligibility certification and benefit issuance errors for lunch meals served will be assessed in the amount of \$177.12.</p>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Verification – Validation of the process used by the SFA to confirm selected students’ eligibility for free and reduced-price meal benefits</p> <p>Finding Detail:</p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Meal Counting and Claiming – Validation of the SFA’s meal counting and claiming system that accurately counts, records, consolidates, and reports the number of reimbursable meals claimed by category</p> <p>Finding Detail: For each day of the month of January 2017, which was the time of the on-site review, the SFA did not use point of service rosters to document the number of snacks served to students claimed for Federal reimbursement. The use of a roster (or other pre-approved accountability tool) at the point of service ensures students receive one (1) snack (as required by regulation) and serves as a means of verifying and validating the daily counts of snacks that are eligible for federal reimbursement. Accountability at the point of meal/snack service to students is critical to the integrity of the federally-assisted school nutrition program(s). NOTE: The SFA did not claim snacks from the period of January 2, 2017 through January 30, 2017; One thousand two hundred and sixty-nine (1,269) snacks served to students were not claimed for federal reimbursement during the month of January, 2017, since there was no documentation to substantiate the snacks were served in a manner consistent with federal regulations or the SFA’s Agreement with the Department of Public Instruction/State Board of Education.</p> <p>Finding: For the month of review, (December, 2016) the SFA did not use point of service rosters to justify the number of snacks claimed on a daily basis. The use of rosters at the point of service ensures students receive one (1) snack and verify the daily count of snacks for federal reimbursement. There will be a reclaim of seven hundred and fifteen (715) snacks in December 2016. A reclaim of \$614.90 for counting and claiming errors in the After School Snack Program will be assessed for December 2016.</p> <p>Finding: For the other periods, September 2016, October 2016 and November 2016, the SFA did not use point of service rosters to document the number of snacks claimed on a daily basis. The use of rosters at the point of service ensures each students receives only one (1) snack and verifies/validates the daily count of snacks eligible for federal reimbursement. A reclaim for counting and claiming errors in the After School Snack Program will be assessed: September 2016 – one thousand and forty-one (1,041) snacks which is equal to \$895.26; October 2016 – one thousand four hundred and fifty (1,450) snacks which is equal to \$1,247.00; and November 2016 – one thousand three hundred and twenty-six</p>

(1,326) snacks which is equal \$1,140.36.

B. Meal Patterns and Nutritional Quality		
YES	NO	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Meal Components and Quantities – Validation that meals claimed for reimbursement contain the required meal components and quantities
Finding Detail:		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Offer versus Serve (OVS)(provision that allows students to decline some of the food components offered) – Validation of the SFA’s compliance with OVS requirements, if applicable
Finding Detail:		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Dietary Specifications and Nutrient Analysis – Validation that meals offered to children through the School Nutrition programs are consistent with federal standards for calories, saturated fat, sodium, and <i>trans</i> fat
Finding Detail:		
C. School Nutrition Environment		
YES	NO	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Food Safety – Validation that all selected schools meet the food safety and storage requirements, and comply with the <u>Buy American provisions specified by the regulations</u>
Finding Detail: Food preparation was observed during breakfast and lunch service at the school site which is not permitted for food preparation. The NC Food Code does not allow food preparation for commercial service in non-permitted facilities. All food must be prepared at the permitted facility. Finding 2: The School Nutrition Staff has not received the required four (4) hours of food safety training every 3-5 years. Finding 3: The kitchen assessment monitoring form is not being completed at the school site; this form must be completed to meet HACCP requirements. Finding 4: The parts per million (ppm) required for the sanitizing solution is not being recorded at the preparation site. There is no documentation to substantiate the solution is strong enough to kill harmful bacteria.		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Local School Wellness Policy – Review of the SFA’s established Local School Wellness Policy
Finding Detail: Several of the requirements established by the Local Wellness Policy Final Rule under Healthy Hunger Kid Free Act (HHKFA) of 2010 and USDA Policy Memo SP 42-2011 have not been incorporated the school’s Local Wellness Policy (LWP), as required, including: How the written policy and assessment will be made available to the public; The appropriate stakeholders are able to participate in the development; Implementation, review and update of the Local Wellness Policy; How often an assessment will be completed; Nutrition guidelines for snacks; Guidelines regarding classroom parties; and Policies on food and beverage marketing.		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Competitive Foods – Validation of the SFA’s compliance with regulations for all food and beverages to students outside of the reimbursable meal
Finding Detail:		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Professional Standards – Validation of the SFA’s compliance with required hiring standards and annual training requirements
Finding Detail:		
D. Civil Rights		
YES	NO	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Civil Rights – Validation of the SFA’s compliance with civil rights requirements as applicable to the School Nutrition Programs

Finding Detail:

E. Resource Management		
YES	NO	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Resource Management – Validation of the SFA’s compliance with overall financial health of the School Nutrition Program
Finding Detail:		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other
Finding Detail:		